



DEFENSE INTELLIGENCE AGENCY
WASHINGTON, D. C. 20301

Handwritten: Col. 3004

C-1410/AP-1

SUBJECT: (U) Disclosure of NOFORN CS Material to Foreign Officers
Integrated in DIA

TO: Deputy Director
Central Intelligence Agency
Washington, D. C. 20505

1. Your letter of 22 February 1964 calling my attention to two incidents involving inadvertent and unauthorized disclosure to [redacted] [redacted] accredited to DIA of CS materials bearing a "NO Foreign Dissemination" classification has caused me considerable concern. As indicated in my interim reply to you, I had my Inspector General make a thorough investigation of the matter so that I could evaluate and take corrective action on the practices within my Agency that made possible the regrettable disclosures you pointed out.

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2. As you may know, all except two of our Foreign Exchange (Integrated) Officers are assigned to analyst positions in the DIA Production Center. However, some of these officers, especially the technical kind, visit and confer with Service technical centers and personnel fairly frequently in the normal course of performing their duties for us. This being the case I have instructed the Chief, Production Center, to design and institute an improved system for controlling NOFORN materials, with particular emphasis on CS NO FOREIGN DISSEM information. A copy of the implementing regulation is enclosed herewith. In addition I have imposed similar instructions throughout DIA and have requested full cooperation in this matter from the Service Intelligence Chiefs. I have high confidence now that the control system now in effect in Department of Defense intelligence activities will minimize the possibility of unauthorized compromise of NOFORN subject matter. I shall of course keep this problem under review and will be grateful if you will bring to my attention any discrepancies that you may observe in the future.

Joseph F. Carroll

1 Atch:
Production Center Office
Procedure No. 12-16 (CNF), 1 cy

DIA review(s) completed.

EXCLUDED FROM AUTOMATIC
DECLASSIFICATION AND
DOWNGRADING SCHEDULE

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PRODUCTION CENTER OFFICE PROCEDURE
NO 12-16

Production Center
Arlington Hall Station
Arlington, Virginia
6 April 1964

ADMINISTRATION
(U) Control of NOFORN Materials

1. PURPOSE: The purpose of this directive is to establish a system for the control of NOFORN material within the Production Center that will minimize the possibility of inadvertent or unauthorized disclosure of such material, or the existence thereof, to foreign nationals accredited to DIAAP-1 as liaison or exchange (integrated) officers.

2. REFERENCE: DIA Regulation No 54-1, 8 March 1963.

3. RESPONSIBILITIES:

a. The Chiefs of all Production Divisions to which foreign exchange (integrated) officers are assigned will insure that all disclosures of classified information under the terms of the accreditation of such officers are accomplished within the provisions of the National Disclosure Policy as set forth in the DIA-DCMI (DIA Reg 54-1). Particular care will be exercised to insure that exchange officers are not placed in policy-making roles or any position where their presence may allow inadvertent access to internally sensitive or non-releasable information.

b. The Chiefs of all Staff Offices and Divisions to which foreign exchange officers are not assigned will insure protection of NOFORN materials as necessary within the provisions of this directive to safeguard against inadvertent and unauthorized disclosure.

4. PROCEDURES:

a. Personnel will familiarize themselves with DIAR 54-1.

b. At the office of receipt (or of classification) of NOFORN-stamped materials within the Division to which exchange officers are assigned (or have access to) such materials will be sorted out and placed in Manila (tied-pouch) folders which are labeled NOFORN. These folders will be hand-carried by US personnel to the Chief (or his designated representative) of the interested unit.

c. Within the unit of interest, NOFORN materials folders will be stored in a NOFORN file safe at all times when such materials are not being used by US personnel. Combinations to safes containing NOFORN files will not be available to exchange officers. Exchange officers will be provided with adequate safes for the storage of both their own national materials as well as US materials released to them in the performance of their duties.

OPI: DIAAP-1

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EXCLUDED FROM AUTOMATIC
REGRADING; DOD DIR 5200.10
DOES NOT APPLY

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d. Individual US personnel when using NOFORN materials will take every precautionary measure to safeguard such materials from inadvertent disclosure to exchange officers working in the same room. Care in this regard will be taken to:

- (1) Avoid spreading NOFORN materials indiscriminately over desks and tables.
- (2) Leaving room with NOFORN materials exposed.
- (3) Discussing NOFORN materials within earshot of exchange officer.
- (4) Return NOFORN materials to pouch folder and place in NOFORN safe when such materials are not in use.
- (5) Avoid oral, visual or documentary disclosure of the existence of NOFORN papers by subject, title, source or other identifying symbol.
- (6) Avoid open posting or display of NOFORN materials in areas accessible to foreign officers!

e. Offices of origin of documents will ascertain that NOFORN references and materials are excluded from documents slated for release to foreign nationals. Conversely, NOFORN classifications will be given to documents requiring the use of or reference to NOFORN materials. Division and Staff officers reviewing such documents will check and recheck, respectively, these materials to ascertain that the above is accomplished. If necessary for absolute certainty, the Disclosure Branch will double check with preparing analysts before recommending release.

f. Chairmen of conferences which include foreign representation will exercise tight control over discussions tending to disclose the nature or existence of NOFORN matter. In this connection, DIAAP-1 personnel assigned to attend such conferences will be warned prior to attending by their supervisor against inadvertent disclosure.

g. Implicit in the system of handling US classified information which is not labeled NOFORN is the need to know criterion for its use by exchange officers in performing his assigned US duties (para 3k and 12a of DIAR 54-1). In this connection, the DIAAP-1 superior of each exchange officer will exercise close control over such material as is made available to the exchange officer, insuring that the provisions of DIAR 54-1 are followed. No wholesale release of such materials will be made.

h. Release of CIA-classified NOFORN information [redacted] [redacted] to exchange officers will be made only upon verbal or written authorization by CIA through the CIA Liaison Officer [redacted] in DIAAP-1. A file record of each request by a DIAAP-1 office and approval (or rejection) by CIA will be maintained by the requesting office. This record will show dates of request, approval and rejection. The Disclosure Branch will be notified verbally of the release of information in each case involving CIA approval. Disclosure of such materials will not be made without CIA approval.

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i. Release of certain other NOFORN Joint or Combined Information to exchange officers will be made only upon authorization by DIADR or his delegated representative (para 7 & 8, DIAR 54-1). At the present, the Chief, DIAAP-1, has the delegated authority to disclose to exchange officers on an oral and/or visual basis certain NOFORN materials (IR's, MLM reports, etc) when it is deemed advantageous to US interests to do so. When it is necessary to make such materials available to exchange officers for the purpose of accomplishing their US-assigned tasks, Division Chiefs will submit verbal (written) requests to Chief, DIAAP-1, for such authority on a category basis.

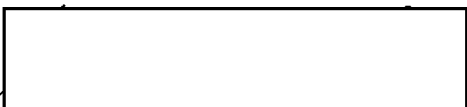
j. Release of other types of materials will be made on an individual case basis under the procedures set forth in DIAR 54-1.

k. All NOFORN materials except those released under the procedures discussed in paragraphs 4.g,h,i,j above will be safeguarded as provided for in paragraphs 4.b,c,d,e.

l. All NOFORN documents handled and circulated within the Production Center will have the standard DIAAP-1 Blue Flash Card bearing the inscription "NO FOREIGN DISSEM" stapled to them. These Flash Cards will be removed from documents only upon release of the materials to foreign officers and/or upon transmittal of documents from the Production Center to custody of other offices.

m. Chiefs of Divisions and Staff Offices will ascertain that this PCOP is read and understood by all assigned US personnel quarterly.

FOR THE CHIEF:



Major, USA
Administrative Officer

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	UNCLASSIFIED		CONFIDENTIAL		SECRET
CENTRAL INTELLIGENCE AGENCY OFFICIAL ROUTING SLIP					
TO	NAME AND ADDRESS		DATE	INITIALS	
1	ExecDirector		27 Apr.	LBR	
2	DDCI		28 Apr	Ddel/wn	
3	ER				
4					
5					
6					
	ACTION		DIRECT REPLY	PREPARE REPLY	
	APPROVAL		DISPATCH	RECOMMENDATION	
	COMMENT		FILE	RETURN	
	CONCURRENCE		INFORMATION	SIGNATURE	
Remarks: <p style="text-align: center;">Orig. sent to DD/P for distribution at their discretion.</p> <p style="text-align: center;">Sent copy to D/Security for information.</p>					
FOLD HERE TO RETURN TO SENDER					
FROM: NAME, ADDRESS AND PHONE NO.				DATE	
o/ExecDir				27 Apr 64	
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